



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

Policy on Code of Conduct & Ethics

Atmiya University is committed to creating an environment that embodies respect, harmony, integrity, and ethical behaviour across all its stakeholders. Its **Code of Conduct and Ethics Policy** serves as a framework for behaviour, communication, and interactions, ensuring smooth operations in academic, administrative, co-curricular, and extracurricular activities. Aligned with the University's Vision, Mission, and Core Values, this policy aims to foster a culture of respect, fairness, and professionalism, supporting academic excellence and personal growth.

Objectives

The **Code of Conduct and Ethics** aims to:

1. **Uphold Integrity:** Encourage honesty, professionalism, and ethical behavior in all activities.
2. **Foster Respect:** Ensure fairness, dignity, and inclusivity for all stakeholders.
3. **Prevent Misconduct:** Safeguard against discrimination, harassment, violence, and academic dishonesty.
4. **Promote Accountability:** Cultivate a culture of responsibility and transparency.
5. **Build Harmony:** Encourage positive interactions and respect for diversity in all forms.

Scope

This policy applies to all stakeholders of Atmiya University, including students, faculty, staff, administrators, and visitors.

Principles of Conduct for Stakeholders

1. **Dress Code:** At Atmiya University, adherence to a prescribed dress code is a cornerstone of fostering a professional, respectful, and disciplined campus environment.
 - **Routine Attire:** Faculty and students are required to wear the prescribed uniform during regular academic and administrative activities. This ensures uniformity, professionalism, and a sense of belonging across the campus community.





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- **Special Occasions:** On designated special days, individuals are expected to maintain decorum by choosing attire that is simple, modest, and professional. The dress code on such occasions should align with the values of dignity and discipline upheld by the University.
 - This policy emphasizes that the attire of faculty and students reflects the ethos of Atmiya University, embodying respect, commitment, and integrity in their appearance.
2. **Active Participation:** Participate actively in **Jeevan Vidya workshops, Shivirs, FDPs, Pathan Satras, Sammelans, and Deep Adhyayan** sessions and practice self-discipline in all aspects of life - emotional, mental, and physical. Embrace the philosophy of coexistence and interdependence to nurture relationships at all levels.
 3. **National Ideals:** Demonstrate respect for the Constitution of India and uphold the values of the nation, society, and University.
 4. **Equity and Non-Discrimination:** Treat everyone equally and avoid judgment or bias based on race, gender, religion, caste, or beliefs.
 5. **Integrity and Responsibility:** Exhibit honesty, diligence, and accountability in all actions and decisions.
 6. **Professional Ethics:** Adhere to fairness, justice, and empathy in professional dealings.
 7. **Diversity and Inclusivity:** Embrace cultural, linguistic, and religious differences with respect.
 8. **Fairness & Impartiality:** Practice equality, inclusivity and impartiality in all actions, behaviours and interactions.
 9. **Cooperation:** All stakeholders should strive to promote cordiality, fraternity, courtesy, and professional cooperation with all persons in the university.
 10. **Healthy Work Environment:** Foster an environment that nurtures transparency, compassion, welfare, fraternity, tolerance, coexistence, and spiritual development.
 11. **Timely and Accurate Information:** All valid, justifiable, and necessary information, documents, and support should be promptly provided to the university administration or assigned personnel as required.
 12. **Conflict Resolution:** Address disputes with understanding and seek mutually respectful solutions.





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13. **Confidentiality:** Safeguard sensitive information related to individuals and the institution.
14. **Cleanliness:** Maintain cleanliness and hygiene across the campus and dispose of waste responsibly.
15. **Substance-Free Campus:** Prohibit tobacco, alcohol, drugs, and psychotropic substances.
16. **Health and Safety:** Ethically disclose health risks, adhere to safety protocols, and promote campus well-being.
17. **Environmental Responsibility:** Promote sustainability through resource conservation and eco-friendly practices.
 - **Resource Conservation**
 - Use natural resources (water, electricity) efficiently to minimize waste.
 - Promote energy-saving practices and encourage the use of renewable energy sources.
 - Implement water conservation measures across campus.
 - **Reduction of Waste**
 - Minimize waste generation by recycling, reusing materials, and reducing single-use plastics.
 - Set up recycling bins and encourage waste segregation on campus.
 - Promote composting of organic waste for use in campus gardens.
 - **Sustainable Infrastructure and Practices**
 - Design eco-friendly buildings with energy-efficient systems and sustainable materials.
 - Encourage sustainable transportation like biking, carpooling, and public transport.
 - Adopt green landscaping practices that reduce water usage and avoid chemicals.
 - **Awareness and Education**
 - Organize environmental awareness campaigns and workshops for the campus community.
 - Integrate sustainability topics in academic curricula to promote environmental responsibility.





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- **Promoting Eco-Friendly Products**
 - Encourage the use of sustainable, eco-friendly products across campus (e.g., recycled paper, biodegradable materials).
 - Reduce plastic use by promoting reusable items like water bottles and bags.
- **Carbon Footprint Reduction**
 - Advocate for renewable energy sources like solar or wind power to reduce emissions.
 - Participate in carbon offset programs and plant trees to neutralize emissions.
- **Support for Local and Sustainable Sourcing**
 - Promote the sourcing of locally grown, organic food in university cafeterias.
 - Encourage procurement of sustainable, ethically produced campus supplies.
- **Community Engagement and Collaboration**
 - Partner with environmental organizations to promote joint sustainability projects.
 - Organize green initiatives and challenges to engage the university community in sustainability efforts.
- **Sustainable Research and Innovation**
 - Support research initiatives focused on green technologies and sustainable practices.
 - Collaborate with industry leaders in sustainability to promote eco-friendly innovations.
- **Eco-Friendly Events and Activities**
 - Organize sustainable events by reducing waste and using digital materials over paper.
 - Celebrate environmental observances (e.g., Earth Day) with campus-wide sustainability activities.

These practices aim to integrate environmental responsibility into every aspect of university life, promoting a sustainable future.

18. **Digital Decorum:** To ensure a respectful, ethical, and responsible digital environment in academic institutions, following points are to be taken care of as part of digital decorum.





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• Respectful Communication

- Use polite, professional language in all online interactions.
- Avoid cyberbullying, harassment, or hate speech.
- Provide constructive and respectful feedback.

• Confidentiality and Privacy

- Protect personal and academic information.
- Adhere to data privacy regulations (e.g., GDPR).
- Respect intellectual property rights when sharing content.

• Appropriate Use of Technology

- Use devices without disrupting online classes or meetings.
- Avoid engaging in illegal or harmful online activities (e.g., hacking).
- Follow institutional guidelines for internet use.

• Online Behaviour in Virtual Classes/Meetings

- Be punctual and attend virtual sessions fully.
- Maintain professional appearance and etiquette (e.g., camera on, appropriate background).
- Actively participate in online discussions and activities.

• Cybersecurity Awareness

- Use strong passwords and enable two-factor authentication.
- Be aware of phishing attempts and other online security threats.
- Protect the institution's digital infrastructure from harm.

• Social Media Use

- Maintain boundaries between personal and professional social media accounts.
- Post content that aligns with institutional values.
- Be mindful of how posts represent the university.

• Digital Etiquette for Collaboration

- Encourage respectful and cooperative teamwork in online environments.
- Ensure proper attribution of work in group projects.
- Follow ethical practices in collaboration and sharing online.





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Principles of Code of Ethics

1. Commitment to Truthfulness

- Uphold honesty in actions, communications, and academic work, both within and outside the university.

2. Respectful and Professional Language

- Use non-offensive, respectful, and professional language in all communications, both online and offline.

3. Respect for All Individuals

- Treat everyone with dignity, fairness, and respect, regardless of personal attributes like gender, race, religion, or caste.

4. Encouraging Mutual Respect

- Foster a culture where each individual's views are valued and encourage mutual respect.

5. Constructive Dialogue

- Engage in open and respectful conversations, seeking to understand diverse perspectives.

6. Empathy, Kindness, and Compassion

- Demonstrate empathy, kindness, and compassion in all professional relationships.

7. Support and Care

- Assist colleagues and students in their personal and academic challenges, promoting a supportive environment.

8. Selfless Service (Seva)

- Prioritize the well-being of others over personal gain, contributing to societal upliftment through selfless service.

9. Leadership by Example

- Lead not just through professional excellence but also through ethical behaviour and spiritual wisdom.

10. Balance of Material and Spiritual Pursuits

- Recognize that true success involves intellectual, emotional, and spiritual growth.





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11. Teamwork and Cooperation

- Collaborate effectively, sharing knowledge and resources to achieve common goals.

12. Approach to Conflicts

- Resolve conflicts with mutual respect and understanding, aiming for win-win solutions.

13. Sustainable Development

- Promote eco-friendly practices and contribute to the sustainable development of the university and society.

14. Confidentiality and Privacy

- Maintain confidentiality of sensitive information related to students, colleagues, and the university.

15. Commitment to Excellence

- Demonstrate a commitment to excellence in teaching, research, and administration.

16. Social Impact

- Engage in projects and research that promote social justice, health, education, and community development.

17. Community Service

- Actively participate in community service and social welfare activities, supporting the holistic well-being of society.

18. Accountability and Transparency

- Take responsibility for one's decisions and actions, be open to feedback, and strive for transparency in all dealings.

19. Correction of Errors

- Acknowledge errors and misjudgements promptly and take corrective actions.

These principles serve as a framework for ethical conduct, ensuring all members of the university community act with integrity, respect, and a commitment to societal welfare.





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Implementation and Accountability

A dedicated **Code of Conduct Committee** ensures adherence to these guidelines. The committee is responsible for:

- Addressing misconduct, harassment, and disputes.
- Reviewing and updating the policy periodically.
- Educating stakeholders on ethical standards and responsibilities.

Punishments and Penalties

Violations of the Code of Conduct may result in:

1. **Warning:** For minor infractions.
2. **Suspension:** Temporary removal from academic or extracurricular activities.
3. **Fines:** Monetary penalties for specific violations.
4. **Termination:** Dismissal from the University for Severe Offenses.
5. **Revocation of Degrees:** In extreme cases, academic credentials may be revoked.

Penalties are assessed based on the nature and severity of the violation, prioritizing fairness and accountability.

Confidentiality and Assurances

The University ensures that all complaints and concerns raised under this policy are handled with strict confidentiality. Retaliation against individuals who report violations in good faith is prohibited.

Atmiya University's **Code of Conduct and Ethics Policy** is a cornerstone of its commitment to fostering a respectful, ethical, and inclusive campus environment. Rooted in the **Jeevan Vidya** philosophy, it integrates intellectual, moral, and spiritual values into everyday activities. By adhering to these principles, stakeholders contribute to an atmosphere of mutual respect, academic excellence, and holistic development, shaping a campus culture that inspires personal growth and societal impact.


Registrar
Atmiya University
Rajkot

